

**Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, July 20, 2022  
Meeting Site: EVCS Hertel**

**Trustees Present:** Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacle Brumfield; Ken Gholston; Kathy Franklin-Adams; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

**Trustees Excused:** Ed Castine; Matt Ryan

**Trustees Absent:** None

**Others Present:** Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants; Melina Hong, EVCS Data Manager

**CALL TO ORDER**

Jennifer Bernacki-Smith called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

**MINUTES**

The minutes of the Elmwood Village Charter School Board of Trustees Meeting held on June 15, 2022, were presented.

**Jacob moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.**

A correction to the Board Minutes of April 20, 2022, was presented. The Committee Reports portion incorrectly stated that “The Personnel Committee had no report.” The correct statement should have been:

“Matt reported that The terms of the following Trustees were about to expire:

Mimi Barnes Coppola  
Jennifer Bernacki Smith  
Pamela Pollock  
Matt Ryan

**Jake moved and Josh seconded that the previously named Trustees be approved for an additional term on the Board of Trustees. Approved unanimously by members present.”**

**TREASURERER’S REPORT**

Lisa Kirisits gave the Treasurer’s report. She noted that the amount of deferred revenue was zero. This was as expected at the end of June as not all vendors have as yet submitted their invoices.

For the year ended June 30, 2022, EVCS showed an increase in net assets of \$946,600 vs. a budgeted increase in net assets of approximately \$93,300. The result was a favorable variance of approximately \$853,300. Lisa described the EVCS debt ratio as “very good.”

**Lacole moved and Josh seconded that the Financial Report be approved as a draft through June 30. Approved unanimously.**

Other items of note were discussed:

-Questions were raised with appropriate people regarding “the intercept” of funds. Additional information is not yet available.

-The annual audit will be done near the end of August and the report to the Board will take place at the October meeting.

-Matt has discussed possible investment strategies and has recommended staying with T Bills and CDs for which fees can be waived.

## DIRECTORS’ REPORT

The Director’s Report was prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

### **Transitioning to the new School Leadership Team**

**School Leadership Team now consists of the three directors: Director of Schools; Director of Curriculum and Instruction; and Director of operations. Principals and Assistant Principals are now building leaders and participate less frequently, but regularly, in strategic planning.**

An organizational chart is available for review.

- **Shared Leadership Team (SLT)** = Directors
- **Administrative Team** = Directors and Building Leaders (Principals and Asst. Principals)
- **Instructional Leadership Team** = Director of Schools, Director of Curriculum and Instruction, Principals and Assistant Principals

### **Director of Schools**

#### **Strategic Planning for the Start of Year**

- All school leaders have attended the summer institute of the RELAY National Principals Academy Fellowship. The Hertel Principal and both Assistant Principals will complete the program over the course of this school year.
  - The Administrative Team (Shared Leadership Team and School Building Leaders) are participating in the annual EVCS Summer Leadership Retreat this week. During this time, the Admin Team has:

- Conducted team-building and orientation activities to welcome new leadership team members
- Developed data-driven goals that are aligned with the EVCS Strategic Plan
- Reviewed the new EVCS evaluation plan and staff evaluation tools
- Finalized the Arc of the Year document which guides EVCS leadership work
- Planned for the return of Key 11-month employees (coaches and coordinators)
- Developed a Middle School Reboot Plan to align and tighten middle school programming across both schools
- Identified roles and responsibilities of school building leaders
- Developed a school building leadership playbook for the opening of school and The First Six Weeks
- Reviewed COVID protocols and recent legislative updates for 22-23

### **HR/Hiring**

<b>Position</b>	<b>Name</b>	<b>Campus</b>	<b>Qualifications</b>
Assistant Principal	Kaitlyn Istas	Days Park	Bachelor's Degree: Alfred University; Mathematics Master's Degree: Canisius College; Special Education Certifications: -Mathematics, Grades 7-12 -School Building Leader, Educational Administration
Assistant Principal	Andrea Cwynar	Hertel	Bachelor's Degree: Buffalo State College; Education Master's Degree: SUNY Stony Brook; Education - Literacy Specialist SUNY Stony Brook Educational Leadership Program Certifications: -Students with Disabilities; Grades 1-6 -Childhood Education; Grades 1-6 -Literacy; Birth - Grade 6 -Literacy; Grades 5-12 -School Building Lead School District Leader
Summer Custodian	Edgardo Ubilis	Days Park	2 years custodial experience
Summer Custodian	Luiz Santiago	Days Park	2 years Custodial experience
Special Education Teacher	Mandy Skeet	Hertel	Bachelor's Degree: Alfred University; Psychology Master's Degree: Buffalo State College;

			Childhood Special Education Certifications: -Early Childhood Education: Birth-Gr. 2 -Childhood Education: Grades 1-6 -Students with Disabilities: Grades 1-6
Middle School ELA Teacher	Catherine Suchan	Hertel	Bachelor's Degree: D'Youville College; English Master's Degree: Buffalo State College; English Education Certification: -English Language Arts: Grades 7-12
General Education Teacher	Eve Everette	Days Park	Bachelor's Degree: Buffalo State College; Theater Arts and Art History Master's Degree: Buffalo State College; Childhood Education Certification: -Childhood Education: Grades 1-6
Instructional Assistant	Ethan Fischer	Days Park	Bachelor's Degree: Buffalo State College; Exceptional Education
School Counselor	Emily Waldron	Days Park	Bachelor's Degree: Buffalo State College; Psychology Master's Degree: SUNY at Buffalo; School counseling Certification: -School Counselor
General Education Teacher	April Metz-Maher	Hertel	Bachelor's Degree: Buffalo State College; Sociology Master's Degree: Buffalo State College; Education Certifications: -Early Childhood Education: Birth-Gr. 2 -Childhood Education: Gr. 1-6
Middle School School Science Teacher	Antonio Roman	Hertel	Bachelor's Degree: Canisius College; Biology Master's Degree: SUNY at Buffalo; Education Certifications: -Biology: Gr.7-12 -Chemistry: Gr.7-12
Middle School Math Teacher	Katherine Snowney	Days Park	Bachelor's Degree: Shorter College; Middle Grades Education Certifications: (Georgia) -Middle Grades 4-8 -Middle Grades Math 4-8 -Middle Grades Social Science 4-8

6th Grade Math	Daniel Jaenecke	Days Park	Bachelor's Degree: Buffalo State College; Childhood Education Master's Degree: Buffalo State College; Childhood Education (in progress) Certifications: -Childhood Education Gr. 1-6 (in process) -Special Education Generalist Gr. 7-12 (in Process)
General Education Teacher	Jillian Gilmartin	Hertel	Bachelor's Degree: Fordham University; English Master's Degree: Hunter College; Education Certification: Childhood Education Grades 1-6
General Education Teacher	Emily Altschul	Hertel	Bachelor's Degree: Carleton College; English and Theater Arts Master's Degree: Berkeley; Education and Multiple Subject Teaching Certifications: Childhood Education Grades 1-6 in progress

Currently Hiring: General Education Teachers, Special Education Teachers, Librarian, Middle School Math, Behavior Intervention Specialist, Custodians, Instructional Assistants

**Pam moved and LaCole seconded that all proposed hiring be approved. Approved. Approvals were unanimous except for one individual for whom Anna recused herself citing a personal relationship. This individual was approved by the remainder of the Board.**

### **Culture**

Strategic plans are in progress to strengthen School culture at both campuses.

A few of the initiatives include:

-For Faculty: "Adult Culture Action Plan" that includes specific actions to foster all of the "Three C's" ( Capable, Connected and Contributing ) for the adults in the community.

-For Families: Engage families by bringing them back to the EVCS Community through Family Nights, field trip chaperoning opportunities, invitations to publishing parties, etc.  
For Students: Bring back all aspects of "The EVCS Way." Implement a middle school culture reboot that focuses on intentional on-boarding of new students and families,

positive community building through collaborative team-building activities, and a focus on common expectations and tight routines and procedures.

## **Director of Curriculum and Instruction**

### **Academics**

The Academic Excellence Committee met on June 28, 2022.

### **Professional Development**

Plans are in progress for individual PD sessions to be included in the two weeks of professional development at the end of August.

### **Update on 2021-2022 Organizational Goals**

Using computer graphics and printed handouts, Melina Hong presented an excellent summary of EVCS's 2021-2022 goals and levels achievement. Her handout is available upon request.

## **Director of Operations**

### **Operations/Facilities**

**Hertel:** Construction on the Arts building is continuing.

**Days Park:** Days Park Block Club has asked for multiple meetings with Dave Phillips in the past month. These are in regard to use of the park, ideas for educating students about the park's history, etc.

The City of Buffalo shared some upgrades in Days Park, including repaving the street. It is agreed that all these are needed and will improve traffic and pedestrian safety. Any comments or questions are due by 7/25/22.

Excerpt of changes from the email from Nolan Skipper:

- Shifts the STOP sign for westbound traffic from the park half-circle to the east at the corner of Cottage.
- Proposes to add a speed hump to slow vehicle speeds within the area.
- Includes installing the ADA ramps, crosswalks and stop bars to be completed after paving of Days Park.
- EVCS is planning to install all new concrete between the two new ADA ramps in the park to create a cohesive look.

## **Action Items: Capital Improvements**

The Operations Team has gathered quotes for capital projects. These include:

**-Hertel parking lot repaving (still waiting on one estimate from another company) \$139,800 for entire lot; or (for 2 phases) \$110,781 for larger section and \$41,912 for smaller section**

**-Blinds for EVCS Days Park: \$41,215.** This is necessary because original vertical blinds installed in 2012 are damaged and do not adequately darken rooms. On the first floor, especially, there is a desire to decrease visibility into the classrooms from outside.

**-AC for EVCS Days Park Gym: \$18,452.** This will improve both comfort and air quality in the gym for both PE classes and for school-wide events like whole-school morning meetings, literacy events, etc. There is AC in the gym at Hertel, which is a significantly larger space.

### **Total dollar amounts:**

<b>All projects:</b>	<b>\$199,467</b>
<b>All Days Park projects and phase 1 of Hertel paving:</b>	<b>\$170,448</b>

**Kathy moved and Anna seconded that all capital expenses proposed in the Director's Report be approved. Approved unanimously.**

### **Shared:**

#### **Safety and Security Update**

Liz Evans and Dave Phillips attended a two-day school-based incident response training in Akron, NY. The training was provided through the NYS Division of Homeland Security & Emergency Services. This training helped provide context and new training and response protocols for emergency situations in schools.

See "District Safety Plan for 2022-2023."

### **Admissions/Student Enrollment**

No update at this time.

### **Technology**

Station 28 is performing updates on staff laptops and student Chromebooks. They are also overseeing cabling for new alarm and camera systems at Hertel and submitting orders for hardware through BPS using technology funds allowed to EVCS.

### **Grants/Finance**

Grants: No updates.

Finance: EVCS is working with the New York Charter School Association on a compensation study and related services survey to identify how EVCS compares to peer charter schools.

### **HR Updates**

HR Manager, Kim Rosenfeld, is working on finalizing new employee policies which will be brought before the Board in August. These will be included in the Employee Handbook for the 2022-2023 school year.

### **Other Business**

None

### SUBCOMMITTEE REPORTS

**Space Planning Committee** The Committee continues to meet with parents from both campuses to discuss construction and paving issues.

**Finance Committee** The Finance Committee is studying the best prospects for future investment of EVCs funds.

**Nominating Committee** The Committee is actively seeking good candidates to replace Board members as seats become vacant. They are also discussing the possibility of rotating Board officers.

**Academic Excellence Committee** The Committee reviewed the school health indicators: Student Performance; Attendance; and School Culture, as identified using the EVCS Goals and Drivers Dashboard created and presented by Melina Hong. The document is available on request.

**Fundraising Committee** Jacob is looking into opportunities for both short-term and long Term fund raising. strategies.

**EVCS Culture Committee** Certificates of appreciation were presented to teachers and were well received. The plan is to have copies made for their personnel folders. The committee is scheduled to meet in August.

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Additional information is reported to be forthcoming.



## BOARD DEVELOPMENT DISCUSSION

Liz announced that she would create a “Doodle Poll” to determine acceptable dates for the annual Board Training. Michael Good was suggested as a possible speaker.

## COMMUNITY ASSOCIATION

Jake reported that both the Days Park and Hertel Campuses had successful end-of-year events which included field days, book fairs and other special treats. The Book fair netted a profit of approximately \$1800 which will be used to buy books and supplies from Scholastic.

## SCHOOL LEADERSHIP AND EVALUATIONS

**Mimi moved and Lacle seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.**

Discussion ensued.

**Anna moved and Jake seconded that the Board exit executive session. Approved unanimously.**

## ANNOUNCEMENTS/NEW BUSINESS

There was no additional business and no further announcements.  
**Anna moved and Jake seconded that the meeting be adjourned. Approved unanimously.**

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Pamela Pollock

Future Meeting: August 17, 2022

All meetings begin at 6:00 p.m.

